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ABSTRACT

This guidebook and annotated bibliography is designed to provide a basic listing of sources of state (Maryland), federal, and some general law for the non-law library community, and to offer some insight into the suggested approaches for dealing with legal reference inquiries. Listings of contributors and members of the Task Force on Improving Access to Law in Libraries are provided, and a general discussion of the legal reference process considers the role of the reference librarian in dealing with legal inquiries. The annotated bibliography includes primary sources of Maryland law, secondary sources of Maryland law, primary sources of federal law, and general law indices and reference titles. Additional material includes a table of governmental entities and their work by product, a sources chart for Maryland law questions, a discussion of the formats for updating legal materials, a listing of telephone referrals, and a checklist of publishers. The task force is a joint committee of the Law Library of Maryland and the Maryland Library Association. (KM)

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LEGAL INFORMATION RESOURCES:

A Guide For Maryland Libraries

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LEGAL INFORMATION RESOURCES:

A GUIDE FOR MARYLAND LIBRARIES

Edited By
Michael S. Miller

Prepared for the Joint Task Force
on Improving Access to Law in
Libraries.

Maryland Library Association
Law Library Association of Maryland

June 1984
Annapolis, Maryland

This bibliography represents the expertise and philosophy of law librarians and may not reflect the public service philosophies of some public libraries.

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INTRODUCTION

> Before the Law stands a doorkeeper on guard. To this doorkeeper comes a man from the country who begs for admittance to the Law. But the doorkeeper says that he cannot admit the man at the moment. The man, on reflection, asks if he will be allowed, then, to enter later. "It is possible," answers the doorkeeper, "but not at this moment."
>
> ...These are difficulties which the man from the country had not expected to meet; the Law, he thinks, should be accessible to every man at all times...
>
> -- Franz Kafka, "Before the Law" from Three Parables

Like the man from the country in Kafka's story, Maryland's Task Force on Improving Access to Law in Libraries, a joint committee of the Law Library Association of Maryland and the Maryland Library Association, believes public access to our laws should be more readily available. Our goal, especially as we approach the bicentennial of the design of our Federal Constitution, is for legal literacy. The role to be played by the library community is in striving to make certain that those who need, want, and will use information on our laws and legal system will have the access they require, when and where they need it.

The purpose of this guidebook and annotated bibliography is to provide a basic listing of sources of Maryland, Federal, and some general law for the non-law library community and to offer some insight into the suggested approaches for dealing with legal reference inquiries. Decisions to develop or increase legal collections in public and academic libraries depend on a variety of factors including size of population served, budget, proximity to an accessible law library and patron needs. It is hoped that, where possible, serious consideration be given to acquiring these primary sources of Maryland law, in that they form the minimum collection requirements for citizen education and patron needs.

The Task Force would like to acknowledge the work of a subcommittee composed of Barbara S. Gontrum, Director of the University of Maryland Law School Library; Emily Greenberg, Director of the University of Baltimore Law School Library; and Michael S. Miller, Director of the Maryland State Law Library in the design and orchestration of this legal reference guidebook.

A special note of thanks and appreciation goes to Jerry Fields of the University of Baltimore Law School Library and Richard Ducey of the University of Maryland Marshall Law Library and the staff of those libraries for their contributions in much of the actual composition and editorial assistance on the project. Plaudits are also extended to Ruth Hall, my secretary, who exhibited inexhaustible patience and a sense of humor throughout the revision process.

Michael S. Miller

John Doe
Richard Roe
LEGAL ADVICE
LEGAL INFORMATION

THIS LIBRARY IS NOW IN SESSION:
The Reference Librarian and Legal Inquiries

Since law can so greatly affect our lives; statutes, decisions of courts, and information about the law should be available to everyone. Citizens most often begin their search for answers to legal questions in the public library, a library that probably has limited legal resources and a librarian probably not overly familiar with legal research or legal terms. If you are a librarian in those circumstances, while you still have the responsibility of providing all the reference assistance you can, you must be very careful to avoid giving legal advice, since doing so may, in some circumstances, constitute the unauthorized practice of law.

That's simple enough, right? Sure it is, and I've got a bridge that runs into Brooklyn I can let you have for a song. If you are not familiar with the law, how are you supposed to know if you have crossed that fine line into the province of providing legal advice? The courts have not provided any solid guidelines about this for the reference librarian. According to one librarian:

"Answering a question about the law apparently becomes legal advice when the answer requires skill and familiarity with the law, or when the listener relies on the answer as an accurate statement of his rights and obligations, or when the answer is directed to the specific legal problem of an individual rather than to common problems of the public generally."[1] (citations omitted) Nor does it matter that the librarian does not receive any remuneration for giving advice or more. "If lack of payment or reward is the determining factor, then [one] could, based on [this] reasoning, perform brain surgery

without compensation and successfully contend that [this] was not practicing medicine."[2]

All of this is not meant to scare you away from helping a patron find legal information. Your goal should be to use those organizational and analytical skills innate to librarians. Remember that we are the experts in the science of using library materials, developing bibliographies, knowing how case digests and code indices are arranged, and recognizing which materials are used in conjunction with other materials. Once you have explained which materials are relevant, how they work and are integrated in the scheme of research, let the patron take over and begin the interpretive process, i.e., do not perform the legal "brain surgery"!

Here are some suggestions to avoid transgressing the line between librarian and lawyer, aider and attorney. For starters, try to keep the patron from giving you a detailed rendition of the legal problem. You need enough information to assist in the search for whatever it is the client is looking for, but too much information might tempt you to give "helpful" advice and make your patron think that you can solve this problem--that you know The Law. When you are trying to determine what it is that is needed, frame your questions and answers in abstract terms to let the patron know that you are giving a general rather than specific answer.

Telling a patron what the law is on a specific question may not be engaging in the unauthorized practice of law, but it is "iffy" and you should avoid it. The ice also gets a little thin if you tell a patron that something is legal or illegal. Interpreting the law to a patron is definitely risky and is you

recommend a specific course of legal action you are in Unauthorized Practice City.

If a patron presses for in interpretation, explain that there can be several, and that legal documents may often seem to contradict each other. For example, if a statute covers the particular situation, a court's interpretation and application of the appropriate statute may vary from the actual wording of the statute itself. Here, annotated codes could provide summaries from which the patron could make his or her own determination. Something of a sticky wicket, isn't it? With all this hedging, hemming, and hawing, how do you convince a patron already upset by a personal legal problem that you are not a total incompetent and that you are indeed willing to give all the help you can?

First, suggest to the patron the materials where the answer is most likely to be found. Explain to him/her how to use those tools and use hypotheticals as illustrations of their use. Do not interpret what you find. Do not ever attempt to translate legal terms into layman's language. If the patron arrives at his/her own interpretation and asks you, "Isn't that what this means", respond that you are not really qualified to say and point out that even if the patron's interpretation proves to be essentially correct there can be unexpected complications.

If the client cannot find the answer to the legal question, or does not understand it when he or she does, you can still be very helpful: referral is the name of this game. Suggest someone in the legal profession. The emphasis here is on the someone, do not recommend a specific lawyer. If a recommendation is sought, suggest contacting the local bar association and supply the

telephone number or consult that stuffy sounding behemoth of a law directory called Martindale-Hubbell. You might also suggest a law library or a legal assistance agency where the answer might be found. Keep an up-to-date list of law libraries and legal agencies in your area that includes phone number, addresses, the services provided, eligibility requirements, and the cost. Try to establish rapport with a contact at the various libraries and agencies and include their names on the list too. Often state or local agencies can easily sole the patron's problems. One of the better reference tools to be used is the State of Maryland Telephone Directory, an annual published by the Department of General Services, Telecommunications Division (Phone: 383-7225). As a separate attachment, Appendix 1 lists a number of institutions and their phone numbers that may be helpful at the reference desk.

The next couple of pages will give you some most-asked questions and sample responses and a message to patrons on legal assistance you can post so library patrons more fully understand that you're not being uncooperative and are really acting in their best interests.

Your witnesses. Jerry Fields
Rich Ducey

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(1) Mills, Robin L. "Reference Service vs. Legal Advice: Is It Possible to Draw the Line"?, 72 Law Library J. 179, 186 (1979); see also Heitz, Thomas. "Legal Information vs. Legal Advise, "4 Emergency Librarian 20 (Feb. 1977)

(2) Ginn v. Farley, 43 Md. App. 229, 233, 403A 2d 858, 861 (1979) (This did not involve a librarian. The unauthorized practice included written memoranda as well as explicit advice.)

Special thanks for some of this material to:

The Los Angeles County Public Library
The Southern California Association of Law Librarians and
The Minnesota Association of Law Libraries

MOST-OFTEN ASKED QUESTIONS
OF THE BELEAGURED PUBLIC LIBRARIAN

Remember in all cases to indicate the timeliness of your source material, as in: "This information is dated (from) and is current (through)."

Is there a law on...?	To find that out, you will have to check statutes, cases, and administrative rulings and regulations. If you come into the library we will be glad to show you how to use the sources you need, or you may want to consult an attorney, legal agency, or a public law library.
What's the statute of limitations for...?	Generally the statutes require that an action of that sort be brought within (years or months) of the act, but I'm not qualified to determine whether your particular situation falls within this statute. You will have to research the case law to find out when the statute is applied, or you might check with an attorney or legal agency.
What are the requirements for getting married in...?	Check the statutes, but there might be some local procedures that the statute does not address. I would suggest that you call or write the county clerk of the county in which you wish to marry to avoid any problems.
What form do I use?	These are sample forms used in that area of the law, but it would be the unauthorized practice of law for me to advise you on which to use or how to adapt them to your particular case.

When referring a patron to another library try "We have very few materials on this subject, but the Law Library down the street can provide you with the necessary resources. Give their reference librarian a call at this number and see what they can do for you."

A WORD TO LIBRARY PATRONS ABOUT LEGAL ASSISTANCE

Some library patrons are not aware that it is unlawful for library staff members to help them interpret materials from the library's legal resources or to advise them how the law might apply to their particular situation. These actions would constitute the unauthorized practice of law and could subject the staff member and the library to prosecution. It would also require personal service a little beyond what we can provide and still manage to fulfill our other functions.

What we can do is tell you which books might be helpful, show you where they are located, and tell you how to find information in them. Please do not think we are being uncooperative when we suggest that you interpret the materials you find and make your own decision as to how they affect your particular circumstances. Any of the reference staff will be more than happy to help you find what you need but, again, none of us is really qualified to interpret materials.

If you cannot find what you need or do not understand what you find, we have a list of telephone numbers and addresses of law libraries, which have more extensive legal resources than we do, and of the local bar association and various other legal agencies where you answer might be found.

BASIC MARYLAND AND GENERAL LEGAL RESOURCES: AN ANNOTATED BIBLIOGRAPHY

I. PRIMARY SOURCES OF MARYLAND LAW

Annotated Code of the Public General Laws of Maryland. Charlottesville, VA The Michie Company. 32 Volumes. $600.00 (350.00) [1]

The term "code" generally refers to a publication of the public general and permanent laws (statutes) of any governmental jurisdiction in a fixed subject arrangement. The Annotated Code of Maryland, which is in the process of revision, is the only source for the full text of all state laws and court rules, as amended, still in force in Maryland. The usefulness of this set lies in its subject arrangement of laws ranging from abandoned property to zoning which are conveniently updated; a comprehensive index revised annually; and the inclusion, after each statutory section, of annotations to appellate court decisions which have interpreted, construed, or applied the statutory language. There are many other features of this compilation which make it an indispensable source of primary legal information for your library.

For published codes of ordinances and charters of county and incorporated municipalities within the county see: Maryland County Publications Checklist. Baltimore, MD Law Library Association of Maryland. 1983. Annual. ($25.00) Available from: John Nixdorf Venable, Baetjer, and Howard, 2 Hopkins Place, 1800 Mercantile Bank & Trust Bldg., Baltimore, MD 21201. Phone: 244-7492

Code of Maryland Regulations. Annapolis, MD Division of State Documents. 22 Volumes. $460.00 ($200.00)

Popularly known as COMAR, this red looseleaf set is a compilation of all rules and regulations issued by over seventeen major state agencies and numerous independent regulatory bodies of the State of Maryland. All regulations codified in the publication have the force of law and are enforceable by court action. These rules, which, simply put, are methods of implementing laws enacted by the legislature, govern such diverse activities as taxation and public assistance eligibility. Though currently not well indexed, there are very general broad subject categories at the end of each title and the table of contents of each title provides additional topical access. It is important to note that COMAR is kept up-to-date by the Maryland Register and must be used in conjunction with this bi-weekly publication. A highly recommended set which compliments statutory materials found in the Annotated Code of Maryland.

[1] Figures in parentheses throughout the bibliography indicate approximate annual upkeep costs.

Maryland Register. Annapolis, MD Division of State Documents. Bi-weekly serial. ($75.00)

The Register, which is issued every other week throughout the year, has several functions. First, and most importantly, it acts as a temporary supplement to Maryland's official compilation of agency regulations, COMAR. The text of regulations published in COMAR may be changed by adoption, amendment or repeal, and when this occurs, the proposed and final changes are required by law to be published in the Register. Other types of information to be found in this publication are copies of the Governor's executive orders, synopses of bills introduced in the legislature and of laws enacted, court rules adopted by the Court of Appeals, state contract information (bid announcements and award notices), and more. A subscription to this state publication, which is indexed quarterly, is a must if a library desires complete and current coverage of state regulatory law.

Annual Report and Official Opinions of the Attorney General of Maryland. Baltimore, MD Office of the Attorney General. ($20.00)

In accordance with Section 10 of Article 32A of the Maryland Code, the Attorney General must submit a report detailing the financial business of the Department of Law for the calendar year. A report on caseload statistics and official opinions of the Attorney General are also found here.

These opinions are often requested by patrons. The Attorney General renders opinions on any legal subject or matter at the request of the Governor, either house of the General Assembly, or any department or agency of the state.

Maryland Cases: Cases decided in the Court of Appeals of Maryland (highest state court) and in the Court of Special Appeals of Maryland (intermediate appellate court) are available at a fairly high cost and consume a great deal of shelf space.

Numerous requests may warrant purchase of either or both sets; otherwise, the MILO approach or direct referral to a public law library would be more efficient in serving occasional requests for cases. Currently, Maryland Reports and Maryland Appellate Reports and advance sheets (paper editions of very recent decisions that are issued in advance of the final bound volume) are published by West Publishing Co., St. Paul, MN. (Earlier bound volumes are available from the former publisher, The Michie Co., Charlottesville, VA.)

The Daily Record is a legal newspaper that contains significant court decisions of the Court of Appeals, Court of Special Appeals, and though less often, of Circuit Courts.

Amicus Curiarium is a newsletter published by the Maryland Administrative Office of the Courts and contains a capsule summary of important Maryland court opinions and rules changes.

II. SECONDARY SOURCES OF MARYLAND LAW

A. GENERAL SOURCES

Maryland Digest. St. Paul, MN. West Publishing Co. 38 Volumes. $1216 ($150)

Judicial opinions are reported in chronological order so there has to be a means of finding cases by subject matter. Digests act as subject indexes to all the cases reported in a particular jurisdiction. Maryland Digest is the West's Key Number Digest for cases decided in the appellate courts of Maryland and the District of Columbia. West's Topic and Key Number system is a massive subject outline of the law divided into over 400 topics and further subdivided into more than 80,000 subtopics which form the key numbers within the topics. Each topic and key number combination constitutes a permanent classification number assigned to a specific point of law. All cases are indexed by West's editors when they are published so that under a specific topic and key number the researcher can find brief descriptions and citations to all relevant cases.

Maryland Digest has a multi-volume Descriptive Word Index, Table of Cases (usually with complete citation), and Defendant-Plaintiff Table. The digest is kept up-to-date with annual cumulative pocket parts which are in turn updated by periodic supplements.

Maryland Law Encyclopedia. St. Paul, MN. West Publishing Co. 30 Volumes. $1260 ($100)

Maryland Law Encyclopedia sets forth the law of Maryland in an alphabetical arrangement of topics from Abandonment through Zoning. The text provides an overview of the law in each specific subject area with references to cases, statutes, opinions of the Attorney General, and law review articles to illustrate the discussion. There is a general index to the entire work as well as individual indices to each topic within a volume. A detailed analytical outline precedes each topic to further assist the researcher. The alphabetical arrangement of topics is followed by various volumes of forms. Maryland Law Encyclopedia is useful for the general researcher in the law of the state as well as for the legal researcher. Each volume is updated annually with a cumulative supplement.

Shepard's Maryland Citations. Colorado Springs, CO. Shepard's/McGraw-Hill. 3 volumes + separate supplements and advance sheets. $210.00 ($132.00)

These books provide a means to determine if any reported Maryland case has been reversed by a higher court or overruled by a subsequent decision of the same court. Also, one may check to see when and how another court has cited the original decision.

The set is regularly updated.

B. SPECIFIC SUBJECTS.

This is not an exhaustive subject listing; rather, the listing includes general treatment subjects that seem to generate a great

deal of interest among patrons. For requests on subjects not included, the librarian should determine if there are materials available.

CONSUMER LAW

Maryland Consumer Handbook: Consumer Law and Resources in Maryland. Caroline B. Stellman, Project Director, Baltimore, MD Consumer Council of Maryland, 1982. Paper $2.00

The Maryland Consumer Handbook is an excellent resource manual for Maryland citizens with consumer problems. A wide range of topics are covered. Each topic section includes a general topic narrative followed by information on complaint procedures, a short reading list, and a list of relative regulations and legislation. The chapters entitled "Licensed Professions and Regulated Activities," "Resources," and "Legal Services" are especially useful, listing directory information for local, state, and federal agencies.

CORPORATE LAW

Basic Corporate Practice. Ronald M. Shapiro et al. Baltimore, MD MICPEL. 1982. $21.00

Basic Corporate Practice provides an outline of common corporate practice problems. It would be of most value to those who are considering the corporate form of doing business and those who need a general overview of corporate practice procedures. The tax and non-tax advantages and disadvantages of incorporation are enumerated. An incorporation checklist, sample notice and minutes of organization meetings, and other useful guides are given. The corporate operations section outlines topics such as meetings, books and records, stock and evidence questions, and stockholder rights. Other sections detail dissolution and buy-sell agreement issues.

COURT PRACTICE

Maryland District Court Practice Manual - Civil. by Wesley D. Blakeslee. Baltimore, MD MICPEL. 1983. $17.50

Maryland District Court Practice Manual is aimed at young lawyers and lawyers who have infrequent practice in the District Court. The organization of the manual roughly parallels the organization of the Maryland District Rules. This facilitates ease of use with the rules. The emphasis is on practical aspects of District Court practice. Over half of the manual is devoted to District Court forms. There is a useful appendix of citation to cases on District Court procedure.

N.B. - It may be wise to wait for an updated edition that will reflect new changes in the Maryland Rules.

CRIMINAL LAW

Criminal Practice and Procedure in the District Court of Maryland. Robert J. Steinberg et al. Baltimore, MD MICPEL. 1983. $17.50

This is a practical and comprehensive guide written for attorneys who handle criminal cases in the District Courts of Maryland. Over half of the volume contains a variety of criminal forms.

Defending DWI and Serious Traffic Cases John P. Miller et al. Baltimore, MD MICPEL. 1981. $16.00

This book ia one of the few places to find information on drunk driving charges and subsequent procedure. It outlines pertinent Maryland Rules of Procedure, provides some case citations, and gives examples of charging documents and forms of motions. A listing of the Maryland Point System and a Blood Alcohol Chart is also included. There is no index, but the table of contents is detailed. The traffic laws of Baltimore City and Prince George's / Montgomery counties are emphasized, but this MICPEL publication can be used for learning about traffic offenses in Maryland.

Digest of Criminal Laws. Edited by the Maryland Police Training Commission. Woodstock, MD 1984. 237p. $1.10 (annual)

This pocket sized publication provides a handy and fairly well indexed guide to most of the crimes and offense laws in Maryland. Revised annually, the publication pulls together laws from various articles of the Annotated Code that may be of interest to law enforcement personnel.

Maryland Criminal Law: Practice and Procedure. Richard P. Gilbert and Charles E. Moylan. Charlottesville, VA The Michie Co. 1983. $50.00

This book, written by the Chief Judge and an Associate Judge of the Court of Special Appeals, is the first textbook consolidation of information on Maryland criminal law. It includes sections on crimes against the person, crimes against property, search and seizure, and other constitutional protections. The index contains a table of maximum penalties.

Maryland Sentencing Guidelines Manual. Annapolis, MD Administrative Office of the Courts. 1982. $12.50

This manual was published for use by Maryland judges to provide more equitable sentencing throughout the state. It contains sentencing matrices which include type of offense and number of previous convictions.

DIRECTORIES

Maryland Lawyers Manual. Baltimore, MD Maryland State Bar Association, Inc. Annual. Looseleaf. $25.00

Maryland Manual. Annapolis, MD Hall of Records Commission. Biennial. $10.00

This handy, one-volume reference tool records the current status of Maryland state, county, and local government. It includes chapters on the history and geography of the state and the general organization of the government. There are sections on constitutional offices and agencies, executive commissions and task forces, and independent and interstate agencies. It includes the Maryland Charter, the Maryland Constitution, and a miscellany of information about the state with many illustrations, maps, charts, and graphs. There is a general subject index, a name index, and a detailed index to the Constitution. The Maryland Manual should be in every library collection.

DOMESTIC RELATIONS LAW

Child Support Enforcement in Maryland. Elaine M. Fromm. Baltimore, MD Maryland Commission for Women. 1983. Gratis.

This booklet is intended to provide basic reference information on laws and regulations governing child support and its enforcement in Maryland. Its purpose, as stated by the author, is to advise readers of their legal rights and responsibilities and to aid them in the collection of child support.

Family Law Manual - Maryland. Lancaster, PA Hanford Publishing Co. 1984. Looseleaf. $48.00 ($42.00)

This brand new title, divided into eight chapters, provides the user with significant portions of quotes from domestic relations opinions from the state's two appellate courts. It allows for quick access to recent appellate case law on alimony, children, contempt, divorce, procedure, property disposition, and separation agreements. The volume is well indexed, has a table of cases, and is updated as needed.

The Legal Rights of Women in Marriage and Divorce in Maryland. Monna G. Clark. et al. Revised by Carolyn Rodis and Sally B. Gold. Baltimore, MD. Maryland Commission for Women. 1984. Gratis. 43p.

As indicated in the preface, this pamphlet is intended as a quick reference to the basic laws governing marriage and divorce in the state. It is a good starting point for answering very basic and initial questions in various domestic relations areas.

Maryland Divorce and Separation Law 3rd edition John D. Alexander et al. Baltimore, MD. MICPEL. 1985. Looseleaf. $35.00 ($10.00)

This looseleaf volume provides the most comprehensive approach to current domestic relations law and practice tips for the Maryland attorney. Although the textual presentation is "outlineish" in format, the topics covered are practical and relatively up- to- date. Chapters cover such subjects as divorce grounds and defenses; support and property rights; property disposition in divorce and annulment; marital settlement agreements; childrens' status in custody, name changes, paternity proceedings, visitation rights, etc. The

volume is packed full of references to appropriate statute and case law on each topic. There is no index as the table of contents is the only subject approach to this 300 page work.

ESTATE/WILL LAW

Administering Estates in Maryland; a Practical Guide. 1983 revised edition by Allan J. Gibber. Baltimore, MD. MICPEL. 1983. Looseleaf. $50.00

This is probably the most thorough, up-to-date written text available on the subject in the state. Published for attorneys who are called upon to conduct the probate of an estate or to guide the distribution of an intestate's (person who dies without a will) assets, this book can be an extremely valuable reference tool. It includes both text and forms on living wills, funeral arrangements, anatomical gifts, probate questions, and administration of estates including duties of the personal representative, appraisal of assets, inheritance taxes, and distribution of assets to survivors.

Maryland Estate Planning, Will Drafting and Estate Administration Forms, Practice. Albert S. Baar and A. MacDonough Plant. Baltimore, MD. Maryland Legal Publishers. 1982. Looseleaf. $75.00 ($50.00)

As stated in the foreword, the purpose of this book is to provide the practitioner possessing a basic knowledge of estate planning and administration with a series of forms which the practitioner may tailor to his/her own practice. The typical caveat goes with this presentation of forms; that these are examples of will, trust, and other legal provisions and are intended for purposes of illustration only.

LABOR LAW

The Maryland Employer's Guide to Labor and Employment Law. John G. Kruchko and Lawrence E. Dube, Jr. Charlottesville, VA. The Michie Company. 1984. Looseleaf. $33.00

Labor and employment law is one of those areas of the law in which federal and state law is intricately entwined. This publication is the first serious attempt at outlining the various labor relations issues facing Maryland employers. It is by no means an exhaustive legal treatise but sets forth in a remarkably cohesive style the high points of many areas of labor relations, equal employment, wages and hours, OSHA, workmen's and unemployment compensation, employment agreements, employment conditions, and employee termination. It is indexed and will most likely be supplemented as needed.

Workmen's Compensation Theodore B. Cornblatt, H. George Meredith and Bernard Sevel. Baltimore, MD MICPEL, 1981. Supplement, 1983. Looseleaf. $35.00 ($10.00)

This practical manual contains an introduction to the Workmen's Compensation Act; a list of injuries covered by the Act, including such questionable

items as injuries caused by horseplay or during coffee breaks; rules and tables for determining benefits; procedures before the Workmen's Compensation Commission; and occupational diseases peculiar to specific professions. The 1982-83 supplement updates the material.

LANDLORD-TENANT LAW

Baltimore City Guide to Laws Covering Tenant-Landlord Relations: Including Maryland and U.S. Laws Forbidding Discrimination in Housing. Baltimore Neighborhoods, Inc., Baltimore, MD 1982. $3.25

(Guides for the following are also available: Anne Arundel, Baltimore, Carroll, Harford, and Howard counties, and Frederick City and County.)

This guide deals with common problems in the landlord-tenant area and tells tenants what to do and where they can go for help. Some subjects covered are leases, security deposits, escrow accounts, and the city housing code. An appendix defines legal terms. There is an index.

Maryland Landlord-Tenant Law, Practice and Procedure. Douglas M. Bregman. and Gary M. Everngam. Charlottesville, VA The Michie Co. 1983. $20.00. Will have pocket part supplements.

This new work is a comprehensive discussion of landlord and tenant laws in Maryland. It explains the basis of the law, with its roots in English common law, and sets forth applicable modern-day statute and case law. It is aimed at lawyers, landlords, tenants, legislators, judges, law students, and others involved in the real estate field. The book contains an appendix of forms and an index.

Maryland Tenants Handbook. James K. Wyerman and Marilyn Osterman. College Park, MD Maryland Public Interest Research Group, 1978.

Dated but readable, this book gives advice on where to look and how to choose an apartment. It also gives information on leases, deposits, repairs, moving in, moving out, eviction, and tenant organizing. Sample forms are included.

You Don't Have to Live Like This!: Tenants' Guide to Self-Representation in Rent Escrow Cases. Legal Aid Bureau (Baltimore) Housing Law Center, Baltimore, MD 1982. 23pp.

This popular guide includes forms, checklists, short questions and answers and a Directory of Legal Aid Bureaus. Good book for the layman.

REAL PROPERTY LAW

Condominiums. Charles T. Albert et al. Baltimore, MD MICPEL. 1982. Loose-leaf. $30.00.

Designed as a practical guide for attorneys in a wide range of condominium issues this book covers new construction, conversion, resale of units, rules and regulations, absentee ownership, and other subjects. The section on risks and liabilities of board of directors would be valuable for laymen in these positions.

Maryland Foreclosures. Gordon Alexander. Baltimore, MD MICPEL. 1981. Looseleaf. $26.00

This fairly technical ready reference book answers routine questions on foreclosures in Maryland. Many sample forms are integrated throughout with the relevant text. State and federal issues are covered. It has a table of cases and a checklist, but no index.

Maryland Real Estate Forms, Practice. Russell R. Reno. Baltimore, MD Maryland Legal Publishers. 1983. 2 Volumes. $140.00

This two-volume set contains forms for common Maryland real estate transactions. Lease forms and forms relating to condominiums or co-ops are covered. Commercial leases are not included.

Residential Real Estate Transactions. Edited by Searle E. Mitnick and Ann Clary Graham. Baltimore, MD MICPEL. 1981. Looseleaf $45.00 (12.00)

This excellent volume is specially designed to review the law and procedures relating to the handling of the purchase and sale of homes in Maryland. Forms are included and chapters address such issues as sales contracts, residential construction contracts, title insurance, the lender's role, preclosing and closing of real estate, etc.

ZONING LAW

Zoning and Land Use Practice. John J. Delany et al. Baltimore, MD MICPEL. 1981. $21.00

A step-by-step guide to preparing a land use case, this book includes sample questions to be used in examining land planners, architects, and traffic engineers as witnesses. The manual also includes a definition and history of zoning and land use in Maryland and separate chapters on procedures in Montgomery, Prince George's, Anne Arundel, and Baltimore counties.

III. PRIMARY SOURCES OF FEDERAL LAW

LEGISLATION

United States Code 1982 Edition. Washington, D.C. U.S. Government Printing Office. ($550 including upkeep)

This is the official edition of the code containing all the general and permanent laws of the United States in effect as of January 14, 1983. It is arranged by title (subject) and section number and is supplemented annually. New editions are published approximately every six years.

United States Code Annotated. St. Paul, MN West Publishing Company. 221 Volumes. $2,600 ($400)

This is an official version of the United States Code which contains important references to court decisions in addition to the text of the laws. It is updated more frequently than the unofficial version and is more useful from a research standpoint.

United States Code Service. Rochester, NY Lawyers Co-operative Publishing Company. 138 Volumes. $1,890 ($600)

This edition has the same annotated format as United States Code Annotated. Its slightly larger typeface is somewhat easier to read and it also contains citations to the Code of Federal Regulations and to periodical articles.

NOTE: The three titles described above are alternative sources and public libraries would want to chose only one. It is possible to order selected titles of the two annotated sets covering particular subjects if the complete set is too expensive.

ADMINISTRATIVE LAW

Code of Federal Regulations. Washington, D.C. U.S. Government Printing Office. 160 volumes ($550 per year in paper; $200 per year in microfiche).

CFR provides a subject arrangement of current regulations promulgated by federal agencies. It is arranged in 50 titles similar to that of the United States Code. A "finding aids" section contains tables with parallel references to related documents and there is a general index. The set is revised annually.

Federal Register. Washington, DC U.S. Government Printing Office. ($300 per year) (Microfiche $175)

This is a daily publication in which all proposed and final regulations promulgated by federal administrative agencies are published. It is indexed by agency on a monthly, quarterly, and annual basis. This is an essential update to CFR.

CASE LAW

Decisions of the U.S. Supreme Court and the lower federal courts are published in volumes called court reporters. Because of the volume of litigation, these sets take up quite a bit of space and are very expensive.* Patrons with specific citations to federal cases can receive copies through the MILO system, otherwise direct referral to law libraries open to the public is suggested.

*For example, the Supreme Court Reporter (West Pub. Co.) takes up about 36 feet of space and the entire set costs approximately $3,400. The total cost for the Federal Reporter, Second and Federal Supplement would be in the neighborhood of $25,000 if purchased directly from the publisher. The sets combined currently number about 1300 volumes.

United States Law Week. Washington, DC The Bureau of National Affairs, Inc. Looseleaf. 2 Volumes. updated weekly. ($370.)

This two-volume looseleaf service (one volume is devoted to the U.S. Supreme Court, while the other contains significant developments in general) is one of the fastest access tools to full-text U.S. Supreme Court opinions. Opinions are photographically reproduced and mailed to subscribers the same day they are handed down, making them available within a couple of days. The Supreme Court volume also contains proceedings of the Court and lists cases docketed, argued and otherwise treated by the Court. The General Law volume contains news and abstracts of important opinions from other federal courts and state courts, and selectively reports current legislation and administrative law developments. Each volume contains detailed indices which are frequently cumulated throughout the year. This publication may be very useful for public libraries to own.

IV. GENERAL LAW INDEXES / REFERENCE TITLES

Black's Law Dictionary. 5th Ed. St. Paul, MN West Publishing Co. 1979. $16.95

A standard reference source in all law libraries, Black's lists more than ten thousand legal definitions including ancient legal terms and legal maxims as well as words and phrases from contemporary legal usage. Many definitions are from judicial opinions, and the citations to those cases are given. Pronunciation aids are given for foreign and difficult words. Appendices include a table of abbreviations of law reports and legal periodicals, the Constitution, a U.S. government organizational chart, and a table of British regnal years.

How to Find the Law. 8th Ed. St. Paul, MN West Publishing Co. 1983. $19.95

A comprehensive tool toward understanding the methodology behind most legal research resources with up-to-date processes such as computerized systems. This book contains numerous exhibits and an adequate amount of description.

A Uniform System of Citation. 13th Ed. Cambridge, MA Harvard Law Review Association. 1981. Paper. $3.00

This is the most commonly used manual of rules for proper citation form. It spells out the rule and includes some examples. Some librarians might find that Current American Legal Citations with 2100 Examples by Doris Bieber is more helpful due to the example format. It was published in 1983 by William Hein & Co. in paper for $9.25.

United States Government Manual. Office of the Federal Register. GSA. Washington, DC Superintendent of Documents. U.S. Government Printing Office. Annual. Paper. $12.00

This annual directory gives information about the federal government and is particularly helpful in describing agency functions and locations including branches, names of major officials, and listings of key publications.

Current Law Index and Legal Resources Index. Menlo Park CA. Information Access Co. 1980-Present. Current Law Index: Current year:($340;) 1980-1983 Annuals $200/each; Legal Resource Index ($2260)

This indexing service to the legal periodical literature is in two forms. Current Law Index is published in hard copy format as eight monthly issues, three quarterly cumulations, and an annual compilation. It now indexes more than 755 legal and law-related periodicals. Full bibliographic information is given under both author/title and subject and Library of Congress subject headings are used. It includes a table of cases and a table of statutes (articles written about a particular case or statute and indexed by case or statute name). Book reviews are indexed in the author/title index, not in a separate section.

Legal Resources Index is more than simply the microfilm version of Current Law Index. Besides the 755+ titles indexed, seven legal newspapers (3 dailies and 4 weeklies) are also cited. There are selected government documents and a sprinkling of legal monographs which have been taken from the MARC database. The price of a subscription includes a motorized reader with service or replacement at no cost. An updated cumulated microfilm reel is distributed each month so that the researcher need check only one place to find all references.

Publication of CLI and LRI began with titles dated January 1980 and covers up to the present; of course many titles were added later, so indexing for some of the 755 titles began after 1980. The Index to Legal Periodicals will have to be consulted for legal periodicals which are dated before January 1980.

Index to Legal Periodicals. New York. H.W. Wilson Co. 1980-Present. $2,070 + supplement ($130)

This standard Wilson index, similar in format to Readers' Guide to Periodical Literature and the Social Science Index, indexes approximately 400 legal periodicals (versus over 700 for the CLI AND LRI). It is issued monthly with annual and three-year cumulations. Full bibliographic information on each article is given under its listing in the subject index. The author entry provides only a cross reference to the relevant subject heading. Subject headings are fairly broad, but there are numerous cross references. Case

tables list articles written about particular cases; since the September 1980 - August 1981 annual, there was added a "Table of Statutes" commented upon. There is also a separate section for book reviews.

Index to Legal Periodicals began publication in 1908* and is the only index available to pre-1980 legal periodical literature. Indexing is rather slow and the list of subject headings is somewhat restrictive, but the publishers are making an effort to improve this valuable index.

*Indexes are available for legal literature published prior to 1908. The Jones - Chipman Index to Periodical Literature is little used, but covers principal English language legal periodicals from 1803 to 1937.

TABLE OF GOVERNMENTAL ENTITIES, THEIR WORK PRODUCT, WHERE THEIR WORK PRODUCT IS PUBLISHED AND FORMAT

Gov't Entity creates		Kind of Law which is found in	Type of Publication published in	Title of Source	In the following Formats
1. U.S. Congress State Legislatures County City Councils	Legislative	STATUTORY (Legislative enactments)	.Session laws (chronological)	U.S. Statutes at Large Laws of Md. Anne Arundel Ordinances	.slip laws → bound vols. .advance sheets → bound vols. .bills → bound laws
			.Statutory codes (subject)	U.S. Code Annotated Annotated Code of Md. Anne Arundel Co. Code	.bound set (supp. p.p.) .bound set (supp. p.p.) .bound set (looseleaf)
2. U.S. Environmental Protection Agency Md. Dept. of Natural Resources Anne Arundel Co. Health Dept.	Administrative Agencies	ADMINISTRATIVE (Rules & Regulations)	.Administrative Registers (chronological)	Federal Register Md. Register Loose Issuances	(paper) .daily (except Sat. Sun.) .bi-weekly (paper)
			.Administrative Codes (subject)	Code of Federal Regulations (CFR) Code of Md. Agency Regulations (COMAR)	.paperback (rev. annually) .looseleaf (supp. as needed) (minimum annually)
3. Federal Courts State Appellate Courts State Trial Courts	Judiciary	COMMON LAW (Court decisions)	.Case reporters (chronological)	Federal Reporter U.S. Reports Md. Reports	.slip opinions Adv. sheets bound vols
			.Case Digests (Abstracts by subject)	West's Fed. Practice Digest 2d U.S. Supreme Court Digest West's Decennial Digest Md. Digest	.Bound set (supp. w/pp's)

MD. LAW QUESTIONS → SOURCES CHART	Laws of Md.	Synopsis of law enacted	Annotated Code of Maryland	County Municipal Code	Md. Reports/Md. App. Reports	Atlantic Reporter	Md. Reporter	Md. Digest	Md. Law Encyc.	Code of Md. Regulations (COMAR)	Md. Register	Shepard's Md. Citations	Md. Manual 1983-84	Sunpapers	Md. Dept. of Legislative Ref.	Md. State Law Library	Md. House/Senate Journal
Text of a specific state law passed last year	X														X	X	
Schedule of committee hearings during session, including bills on agenda, time, place														X	X	X	
Current membership of General Assembly													X	X	X	X	
Opinion of Maryland Appellate Court decision when you have citation					X	X	X								X	X	
Citations for appellate court cases on a given subject			X					X	X						X	X	
Court rules/procedures for all Maryland courts			X												X	X	
Text of local zoning regulations				X											X	X	
Subject index to bills enacted at last legislative session with abstract of legislation		X													X	X	
Bill number when subject only is known for current session (during session itself)															X		
Voting record of delegate/senator																	X
Body of Maryland statutory law currently in force on any subject			X												X	X	

MD. LAW QUESTIONS → SOURCES CHART	Laws of Md.	Synopsis of laws enacted	Annotated Code of Maryland	County Municipal Code	Md. Reports/Md. App. Reports	Atlantic Reporter	Md. Reporter	Md. Digest	Md. Law Encyc.	Code of Md. Regulations (COMAR)	Md. Register	Shepard's Md. Citations	Md. Manual	Sunpapers	Md. Dept. of Legislative Ref.	Md. State Law Library	Md. House/Senate Journals	
Copy of information on a bill that did not become law															X	X		
Is a state law still in force			X		X	X	X					X			X	X		
Text of Rules or regulations of a state administrative agency										X	X				X	X		
Bills vetoed by Governor and veto message	X														X	X		
Amendments to municipal charters & public local laws of counties	X		X												X	X		
Background information on a state statute			X											X	X	X	X	
Proposed regulation affecting car inspection											X				X	X		
Text of Maryland Declaration of Rights & Constitution			X											X				
Description of state legislative districts and representatives from those districts														X	X	X	X	
A case name approach to finding decision of a Md. appellate court								X										
Copy of the total budget appropriations to various agencies in state government	X														X	X		

SELECTED LIST OF TELEPHONE REFERRAL SOURCES

Maryland State Law Library
Courts of Appeal Bldg.
361 Rowe Blvd.
Annapolis, MD 21401

Reference: 269-3395

Maryland Department of Legislative Reference Library
90 State Circle
Annapolis, Md. 21401

841-3810

University of Baltimore Law School Library
1420 Maryland Ave.
Baltimore, MD 21201
Reference 625-3452

University of Maryland Law School
Marshall Law Library
20 North Paca St.
Baltimore, MD 21202
Reference: 528-6502

Attorney-Client Fee Disputes
see: MSBA Attorney Grievance Commission

Attorney Grievance Commission
District Court Bldg.
Annapolis, MD 21401
269-2791

The Better Business Bureau, Inc.
401 N. Howard St.
Baltimore, MD 21201
685-6986
Tel. Tips: 732-8477

County Circuit Court Libraries

County Solicitors Offices

Division of State Documents
11 Bladen St.
Box 802
Annapolis, MD 21401
269-2486 (COMAR/Md. Register)

Enoch Pratt Free Library
400 Cathedral St.
Baltimore, MD 21201
Reference: 396-5430

Government Reference Service
Enoch Pratt Free Library
400 Cathedral St.
Baltimore, MD 21201

396-4042

Lawyer Referral Service
see: MSBA

League of Women Voters of Maryland
5 State Circle
Annapolis, MD 21401
269-0237

Legal Aid Bureau
714 E. Pratt St.
Baltimore, MD 21202
539-5340

Library Assistance to State Institutions (LASI)
20 North Paca St.
Baltimore, MD 21201

528-6502

(Requests from residents of correctional institutions)

Comptroller of the Treasury
Public Information (Md. Tax questions)
Annapolis, MD 21401
269-3885

Maryland Board of Law Examiners
District Court Bldg.
Annapolis, MD 21401
269-2140

Maryland Department of Licensing
& Regulation
Division of Labor and Industry
501 St. Paul Pl.
Baltimore, MD 21202

Wage & Hours: 659-4177
Employment of minors: 659-4313
Wage payment &
collection: 659-4188

Maryland District Court Commissioners
Offices

Maryland Hall of Records Commission
State Archives
Box 828
Annapolis, MD 21404
269-3915

Maryland Municipal League
76 Maryland Ave.
Annapolis, MD 21401
268-5514

Maryland State Bar Association
207 E. Redwood St.
Keyser Bldg.
Baltimore, MD 21202
685-7872 (General information)

492-1994 (Lawyer referral-also
check your county Bar Assn.)

Secretary of State's Office
Jeffrey Bldg.
16 Francis St.
Annapolis, MD 21404
269-3421

Maryland Association of Counties
169 Conduit St.
Annapolis, MD 21401
269-0043

State Law Department
Attorney General's Office

7 N. Calvert St.,
Baltimore, MD 21202
576-6300

Criminal Appeals and
Correctional Litigation Division
7 N. Calvert St.
Baltimore, MD 21202
576-6422

Consumer and Investor Affairs
(including Consumer Protection)
7 N. Calvert St. 3rd floor
Baltimore, MD 21202
576-6500

Criminal Investigations Division
7 N. Calvert St.
Baltimore, MD 21202
576-6380

State Department of Assessments
and Taxation
301 West Preston St.
Baltimore, MD 21201 383-3250

Department of Health and Mental
Hygiene
201 West Preston St.
Baltimore, MD 21201
383-2701

Department of Licensing and
Regulation
1 S. Calvert St.
Baltimore, MD 21202
659-6220

Maryland Auto Insurance Fund
1750 Forest Dr.
Annapolis, MD 21401
269-6167

Educational Affairs
7 N. Calvert St.
Baltimore, MD 21202
576-6450

Small Claims Court
see: District Court in particular jurisdiction

Maryland Legal-Line
Towson State University
A Public Service of the
Maryland State Bar Assn.
(cassette tapes on a number of various legal topics)
1-800-638-8862

UPDATING LEGAL MATERIALS

Law book publishers use various supplementation formats to keep legal material current. When using any legal reference tool, you must pay special attention to the publication date of the volume and its method of supplementation. Use of an outdated source when searching for current law is potentially dangerous. When you acquire legal materials for your library, remember that there will be supplementation costs year after year, and your budget should be planned accordingly. The following is a general description of the common update formats:

Pocket parts are paper pamphlets inserted into a slot in the front or back cover of the bound volume. (Almost all pocket parts are found in the back volume.) Many publications are updated annually with pocket parts. The researcher should read the relevant text in the main volume and then consult the pocket part for recent changes or annotations.

Cumulative supplements are separate paper pamphlets, similar to pocket parts, except shelved next to the main volume rather than inside the book. Cumulative supplements are issued when the pocket part becomes too bulky, or when a major portion of a volume has been updated and a revised bound volume has not been published.

Advance sheets are paper pamphlets, usually of judicial decisions, issued before the publication of the bound volume. Advance sheets for judicial law contain the full text of a number of the court's decisions, arranged chronologically, and most use the pagination that will appear in the bound volume. When the bound volume arrives, the advance sheets with the same volume number are discarded.

Loose-leaf publications allow frequent supplementation by the removal and insertion of individual pages. Many are supplemented weekly and, although more expensive, are often more reliable sources of current information. Sometimes current indexes or tables that are updated regularly will need to be consulted in addition to the main index or table that is infrequently replaced.

Revised or recompiled volumes or editions are issued when the changes are so numerous that a supplement won't work. It is important to follow the publisher's directions and discard the obsolete volume which is being replaced.

CHECKLIST OF PUBLISHERS

Administrative Office of the Courts
P.O. Box 431
Annapolis, MD 21404
(301) 269-2141

Attorney General of Maryland
7 North Calvert St.
Baltimore, MD 21202
(301) 659-6300

Baltimore Neighborhoods, Inc.
319 East 25th St.
Baltimore, MD 21218
(301) 243-6007

Bureau of National Affairs, Inc.
1231 25th St. N.W.
Washington, D.C. 20037
(Local Sales Rep.) (202) 223-3500

Consumer Council of Maryland
Office of the Attorney General
7 North Calvert St.
Baltimore, MD 21202
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The Daily Record
11 E. Saratoga St.
Baltimore, MD 21202
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Annapolis, MD 21401
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H.W. Wilson Company
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Hanford Publishing Co.
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Lancaster, PA 17603
(717) 392-1133

Information Access Corporation
404 6th Ave.
Menlo Park, CA 94025
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Publishing Company
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Legal Aid Bureau
Housing Law Center
809 E. Baltimore St.
Baltimore, MD 21201
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Martindale Hubbell, Inc.
1 Prospect St.
Summitt, NJ 07901
(201) 273-6060

Maryland Commission for Women
1123 North Eutaw St., Room 603
Baltimore, MD 21201
(301) 383-5608

Maryland State Archives
P.O. Box 828
Annapolis, MD 21404
(301) 269-3915

Maryland Legal Publishers
P.O. Box 10484
Baltimore, MD 21209
(301) 337-5925

Maryland Police Training Commission
3085 Hernwood Rd.
Woodstock, MD 21163

The Michie Company
P.O. Box 7587
Charlottesville, VA 22906
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Gil Ward (301) 269-3535)

MICPEL - Maryland Institute for
Continuing Professional Education
of Lawyers, Inc.
500 West Baltimore St.
Baltimore, MD 21201
(301) 528-6730

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402

West Publishing Company
P.O. Box 3526
St. Paul, MN 55165

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Library Development and Services, Maryland State
Department of Education.
(301) 659-2116

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